



*Annual Performance Report Form*

**Facility Name:** NAVAL AIR ENGINEERING STATION

**Performance Track ID #:** A02-0038

**Annual Performance Report #:** 1

**Reporting Year:** 2001

**Due Date:** April 1, 2002

## Section A

# General Facility Information

To the extent possible, EPA will pre-complete items A.1-A.8 for you. Please ensure that the information in A.1-A.8 below is accurate, complete, and up to date. Please supply or revise any information as necessary and then check the box to the left of the item(s) to indicate where changes have been made. Items A.9 and A.10 cannot be pre-completed; please respond as directed in A.9 and A.10 below.

*Did you make changes? If so, check box.*

- A.1 ☐ Name of your facility: Naval Air Engineering Station
- A.2 ☐ Name of your parent company: U.S. Navy
- A.3 ☐ Facility contact person for the Performance Track program:  
Name: Mr./Mrs./Ms./Dr. Ms. Lucy Bottomley  
Title: Deputy, Environmental Department  
Phone: 732-323-2612 Fax: 732-323-5223 E-mail: BottomleyLS@Navair.Navy.Mil
- A.4 ☐ Facility's location: Route 547  
Street Address: Code 8.7 Building 5  
Street Address (cont.):  
City/State/Zip Code: Lakehurst NJ 08733
- A.5 ☐ Facility's website address (if any): www.lakehurst.navy.mil
- A.6 ☐ Number of employees (full-time equivalents) who currently work in the facility:  
☐ Fewer than 50 ☐ 50 - 99 ☐ 100 - 499 ☐ 500 - 1000 ☒ More than 1000
- A.7 ☐ Does your company meet the Small Business Administration definition of a small business for your sector? ☐ Yes ☒ No
- A.8 ☐ North American Industrial Classification System (NAICS) Code(s) that are used to classify business at the facility: 928110 \_\_\_\_\_
- A.9 ☐ In your application and, perhaps, in previous annual performance reports, you described what your facility does or makes. Have there been any (additional) changes to your facility's list of products and/or activities? If so, please list them in the space below. ☐ Yes ☒ No
- A.10 ☐ Please update the list of environmental requirements that apply to your facility. In the space below, indicate any changes that have taken place during this reporting period. If you have no changes to report, please write "No changes."  
No changes.

## Section B

# Environmental Management System

**B.1 Environmental Management System Assessment.** Please summarize EMS assessments conducted *during the year*. Attach additional sheets as necessary.

a. Was an EMS audit or other assessment done by an independent third party?

☒ Yes ☐ No

If yes, please provide the *type* (e.g., ISO 14001 certification), the *scope*, and the *dates* (mo/yr) of each assessment.

SO 14001 Registration Readiness Audit, entire facility, conducted 04/01 by and independent auditor.

b. Was an internal or corporate EMS audit conducted? ☒ Yes ☐ No

If yes, please provide the *scope* and the *dates* (mo/yr) of each audit.

The last internal EMS Audit was conducted during November and December of 2001 and covered the entire EMS program.

c. Was a compliance audit conducted? ☒ Yes ☐ No

If yes, please provide the *scope* and the *dates* (mo/yr) of each audit, and indicate *who* conducted the audit(s) (e.g., facility staff, corporate groups, third party).

The internal compliance audit covered the entire range of programs at the Station (these are seperated into 19 standard media areas using the Navy's compliance auditing paradigm). The last internal compliance audit was conducted in November and December of 2001, concurrently with the EMS audit. This internal audit was performed by the environmental department staff.

d. (Optional) If you would like to describe any other audits or inspections that were conducted at your facility, please do so here.

Monthly internal stormwater pollution prevention inspections are conducted to ensure best management practices are followed.

## Section B

(continued)

### B.1

e. Briefly summarize corrective actions taken and other improvements made as a result of your EMS assessments and compliance audits.

In 2001 the Station instituted household battery collection and recycling in major office buildings. We modified the refuse contract to require dumpsters with covers to conform to stormwater P2 best management practices. We also assisted in changing the material receipt procedures for our tenant, Defense Reutilization and Marketing Office (DRMO).

f. Has your facility corrected all instances of potential non-compliance and EMS non-conformance identified during your audits and other assessments?

☒ Yes ☐ No ☐ No such instances identified

If no, please explain your plans to correct these instances.

g. When was the last Senior Management review of your EMS completed? *mo/yr* January 2002

Who headed the review?

Name: Mr./Mrs./Ms./Dr. Captain Dwight Cousins

Title: Commanding Officer, Naval Air Engineering Station, Lakehurst

## Section B

(continued)

**B.2 ISO 14001 Certification.** Is your facility currently certified to ISO 14001? ☐ Yes ☒ No

**B.3 Environmental Aspects Identification.** When did your facility last conduct a systematic identification and/or review of your environmental aspects? *mo/yr* 11/01

**B.4 Progress Toward Achieving Objectives and Targets.** In the table below, please provide a narrative summary of progress made toward EMS objectives and targets. **You may limit the summary to environmental aspects that are *significant* and towards which *progress* has been made during the reporting year.** In cases where progress relates specifically to a Performance Track performance commitment, complete the *Environmental Aspect* column, but in the *Progress* column simply refer to the performance commitment tables in Section C, i.e. "See Section C." Attach additional sheets as necessary.

<i>Environmental Aspect</i>	<i>Progress Made This Year</i> (e.g., quantitative or qualitative improvements, activities conducted)
Air Force BOMARC Site Cleanup	The Station is assisting the Air Force in their cleanup of their Bomarc missile site. Public Outreach activities occurred in January 2002. Construction of the new commercial gate at Lakehurst began in February 2002. The existing commercial gate will be used as a railroad loading area for the contaminated soils excavated from the site. First soil shipments are scheduled to leave in May 2002. Last soil shipments are scheduled for Oct 2002.
Storm Water Permitting	The station is on target to achieve full permit compliance by the 1 July 2002 regulatory date. Weekly inspections of required areas were instituted in 2001. DRMO receipt inspection procedures were improved to help prevent acceptance of equipment with hazardous materials that would otherwise be stored outdoors.
HSMS Implementation	All Hazardous Materials are tracked using the realtime HSMS computer system (installed September 2001). A database manager was hired in 2001. Automation of all HazMat records is underway. The Station is troubleshooting the computer generated reports to improve program management.
Facility Use/NEPA/ Business Development	Target is to improve coordination between different planning groups to improve the quality of decisions and lessen the impact of new initiatives on the environment. In 2001 we changed our internal review procedures, briefed the executive leadership on planning requirements, and increased awareness through newspaper articles and training. In 2001, we started monthly briefing the status of all NEPA actions to the Environmental Quality and Safety Board.
Wellhead Protection	Wellhead protection areas have been identified in the GIS. The draft Master Plan was completed in March 2002 which shows wellhead protection areas and requires their consideration in future planning of facilities and operations. The target is a completed master plan with wellhead protection areas accounted for.

DRMO Scrap Yard Cleanup	The environmental department discovered contaminated soils and demilitarized debris in 2001 at the DRMO scrap yard (tenant). A cleanup Work Plan was submitted to the State of New Jersey. The majority of the contamination should be removed during 2002. The goal is complete cleanup to comply with NJDEP soil cleanup criteria.
----------------------------	--

## Section C

# Environmental Performance Commitments

Please use the tables on pages 6-9 to summarize your facility's environmental performance against your Performance Track performance commitments. Complete only those boxes related to the baseline, current year, and performance commitment. If any of the boxes have been pre-completed for you, please verify the information. If you find information that is incorrect, cross it out and write in the correct information. **Leave blank any columns for future reporting years.**

### C.1

#### Performance Commitment 1

a. Use this table to report data related to your first performance commitment.

<b>Category</b> (see page 16 of the instructions): Water Use					
<b>Aspect</b> (see page 16 of the instructions): TOTAL WATER USE					
	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	1999	2001			2003
<i>Actual Quantity (per year)</i>	145735000	118002000			138670000 (optional)
<i>Measurement Units</i>	GAL				
<i>Normalizing Factor*</i>	1.0	1.0378			(optional)
<i>Basis for your Normalizing Factor*</i>	# of people served				
<i>Normalized Quantity* (per year)</i>	145735000	113721334			138670000
*See pages 17-19 of the instructions for more information					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Significant water savings has been achieved by shutting down our central steam plant No.1 in 2001. The steam plant had miles of leaky distribution piping that dated back to 1921. In addition, hundreds of feet of leaking water pipe around Hangars 5 and 6 were replaced in 2001.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

# Section C

(continued)

## C.2

### Performance Commitment 2

a. Use this table to report data related to your second performance commitment.

<b>Category</b> (see page 16 of the instructions): Waste					
<b>Aspect</b> (see page 16 of the instructions): SOLID WASTE					
	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	1999	2001			2003
<i>Actual Quantity (per year)</i>	2080	2064			1875 (optional)
<i>Measurement Units</i>	TONS				
<i>Normalizing Factor*</i>	1.0	1.0378			(optional)
<i>Basis for your Normalizing Factor*</i>	Number of people				
<i>Normalized Quantity* (per year)</i>	2080	1989			1875
*See pages 17-19 of the instructions for more information					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

In 2001 the Station boosted station-wide awareness of the recycling program through newspaper articles and posters with recycling procedures.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).



# Section C

(continued)

## C.3 Performance Commitment 3

a. Use this table to report data related to your third performance commitment.

<b>Category</b> (see page 16 of the instructions): Air Emissions					
<b>Aspect</b> (see page 16 of the instructions): EMISSION OF NOx					
	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	1999	2001			2003
<i>Actual Quantity (per year)</i>	57.47	36.54			37.47 (optional)
<i>Measurement Units</i>	tons				
<i>Normalizing Factor*</i>	1.0	1.0			(optional)
<i>Basis for your Normalizing Factor*</i>	square feet of heated space				
<i>Normalized Quantity* (per year)</i>	57.47	36.54			37.47
*See pages 17-19 of the instructions for more information					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Reduction of NOx was achieved by shutting down our central steam plant No. 1 in 2001. The steam plant was replaced by installing natural gas boilers in individual buildings.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

# Section C

(continued)

## C.4

### Performance Commitment 4

a. Use this table to report data related to your fourth performance commitment.

**Category** (see page 16 of the instructions): Preservation/restoration

**Aspect** (see page 16 of the instructions): HABITAT PRESERVATION

	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	1999	2001			2003
<i>Actual Quantity (per year)</i>	1101.8	1101.8			1225 (optional)
<i>Measurement Units</i>	ACRES				
<i>Normalizing Factor*</i>	1.0	1.0			(optional)
<i>Basis for your Normalizing Factor*</i>	square feet of buildings (footprint)				
<i>Normalized Quantity* (per year)</i>	1101.8	1101.8			1225

\*See pages 15-17 of the instructions for more information

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

In April 2002 a draft was completed of the Station's master plan to outline areas where grassland habitat will be preserved and managed. These habitat areas are currently being redrawn in our Geographic Information System to accurately show surrounding tree lines and other features. Once the GIS data is field verified by the Natural Resource Manager, the habitat will be officially designated in our master plan. The master plan will be submitted for Pinelands Commission review and approval in late 2002.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

## Section D

# Public Outreach and Performance Reporting

- D.1** Please briefly summarize the public outreach and reporting activities that your facility has conducted during the year. Feel free, but not obligated, to attach supporting materials (e.g., meeting agendas, public announcements).

The Station held 3 Restoration Advisory Board public meetings in 2001. These meetings discuss progress of our site cleanup program and is a forum to discuss any environmental issue the public brings to the table.

The Station assisted in the Air Force's Bomarc Site Cleanup (McGuire AFB) public meetings in January 2002.

The Station published its 9th annual Earth Day edition of the Station's newspaper, covering subjects such as affirmative procurement, our ISO 14001 system, grassland bird and bluebird management, and well-head protection.

The Station also updated its Environmental Community Relations Plan in June 2001. This plan was submitted to the NJDEP for review as outlined in our Silver Track Covenant. The revised plan covers any public notification or involvement actions the Station will undertake for all environmental media/subjects.

Additionally, the Station posted its first annual Environmental Performance Report on our website at [www.lakehurst.navy.mil/environment](http://www.lakehurst.navy.mil/environment). The report includes information on a variety of metrics, including air emission, spills, water use, solid waste, recycling, and energy use. It includes a copy of our environmental policy and provides narrative on recent accomplishments and initiatives.

- D.2** Please indicate which of the following methods your facility plans to use to make its Performance Track Annual Performance Report available to the public. Please check as many as are appropriate.

- ☒ Website (URL [www.lakehurst.navy.mil/environment](http://www.lakehurst.navy.mil/environment))
- ☐ Open House
- ☒ Meetings
- ☐ Press Releases
- ☐ Community Advisory Panel
- ☐ Other

## Section E

### Self-Certification of Continued Program Participation

On behalf of the Naval Air Engineering Station,  
(name of my facility)

I certify that

- ◆ I have read and agree to the terms and conditions specified in *the National Environmental Performance Track Program Guide*. This facility, to the best of my knowledge, continues to meet all program criteria;
- ◆ I have personally examined and am familiar with the information contained in this Annual Performance Report. The information contained in this report is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete;
- ◆ My facility has an environmental management system (EMS), as defined in the Performance Track EMS criteria, including systems to maintain compliance with all applicable federal, state, tribal, and local environmental requirements in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;
- ◆ My facility has conducted an objective assessment of its compliance with all applicable federal, state, tribal, and local environmental requirements; and the facility has corrected all identified instances of potential or actual noncompliance; and
- ◆ Based on the foregoing compliance assessments and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable federal, state, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environmental Performance Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision.

I am the senior manager with responsibility for the facility and am fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is part of the National Environmental Performance Track program.

Signature/Date \_\_\_\_\_

Printed Name Mr./Mrs./Ms./Dr. Captain Dwight L. Cousins

Title Commanding Officer

Phone Number/E-mail Address 732-323-2380 CousinsDL@navair.navy.mil

Facility Name Naval Air Engineering Station

Facility Street Address Route 547, Code 8.0 Building 150, Lakehurst NJ 08733

Performance Track Identification Number A02-0038

### **Paperwork Reduction Act Notice**

The public reporting and recordkeeping burden for this collection of information is estimated to average 188 hours per respondent annually. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.